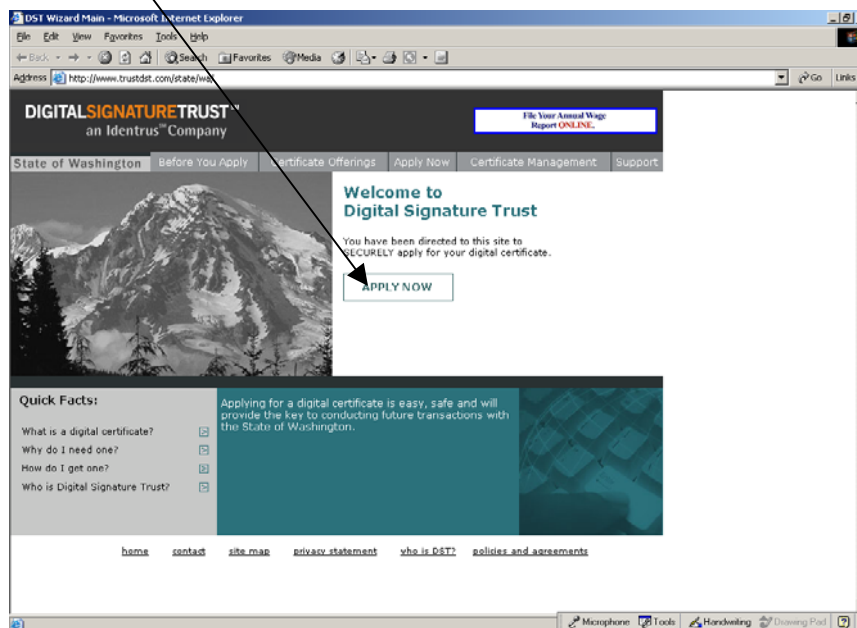


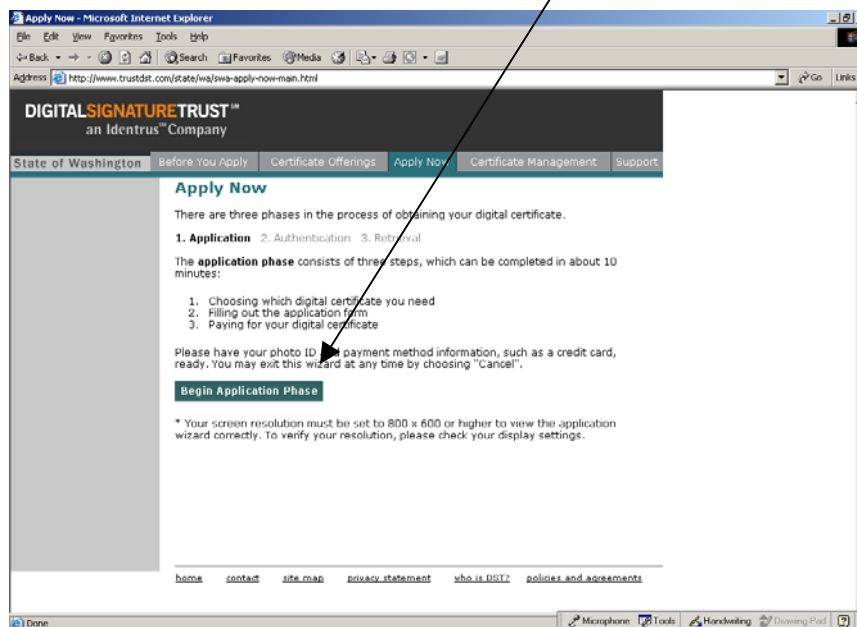
Appendix A:

How to Apply for a Digital Certificate.

- 1) Go to Digital Signature Trust at <http://www.trustdst.com/state/wa> (if at any time during this process you need help, the best place to call is DST's help desk at 1-888-248-4447. They have an excellent help desk staff.)
- 2) Click Apply Now.



- 3) Click on green square "Begin Application Phase"



Appendix A: How to Apply (cont.)

- 4) Choose your Digital Certificate by clicking on radio button next to "High" and **NEXT>**

Choosing Your Digital Certificate - Microsoft Internet Explorer

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State of Washington

Choosing Your Digital Certificate

Please select the assurance level for your digital certificate and click "Next >" at the bottom of this page to proceed.

Please have your photo ID and a credit card, [Flexible Ordering Plan Voucher](#), or [DST supplied order number](#).

☒ High

☐ Intermediate

☐ Standard

Choosing Certificate - Completing Your Application - Paying for Your Digital Certificate

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- 5) Choose type of Digital Certificate by clicking on radio button next to "USB Token and Extension Cable \$90" and Next>

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Choosing Your Digital Certificate

The **high assurance digital certificate** provides strong private key and certificate protection. High assurance digital certificates and private keys are stored in a hardware token (SmartCard or USB device) and are protected by a password.

Select the storage mechanism you would like to use for storing your high assurance level digital certificate.

☐ SmartCard and Reader \$131.00

- This option plugs into your computer's PS/2 mouse keyboard port.

☒ USB Token and Extension Cable \$90.00

- This option plugs into your computer's USB port and includes an extension cable

Note: The costs listed above include S&H (\$4) but do not include applicable taxes or fees.

To accept this selection and continue choose "Next >".

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- 6) Confirm Digital Certificate choice and type, high and USB Token. Click **Next>** if correct.

Appendix A: How to Apply (cont.)

- 7) Complete Name and Address Information. (Use your home address where you get your mail, they may ask you to prove it.) Click **Next>**

Completing Your Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Completing Your Application

The information you provide below will be checked against independent data sources to verify your identity. Only your full name and e-mail address will appear in your certificate. We will hold all your personal information in strict confidence and will not share it with any third party without your prior consent. DST has adopted privacy principles that reflect our strong commitment to safeguarding your personal information. Click here to view our [Customer Privacy Policy](#) for more information.

* Indicates required field

First Name* Middle Initial

Last Name*

Has your last name changed within the last 6 months? ☐ Yes ☒ No

HOME Address Line 1*

HOME Address Line 2

City*

State*

County Note: required only for residents of the State of Washington

Zip*

Has your home address changed in the last 6 months?* ☐ Yes ☒ No

Is the U.S. Postal Service able to deliver to this address?* ☒ Yes ☐ No ☐ Not sure

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- 8) Complete personal identification information. Click **Next>**

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Completing Your Application

The information you provide below will be checked against independent data sources to verify your identity. Only your full name and e-mail address will appear in your certificate. We will hold all your personal information in strict confidence and will not share it with any third party without your prior consent. DST has adopted privacy principles that reflect our strong commitment to safeguarding your personal information. Click here to view our [Customer Privacy Policy](#) for more information.

* Indicates required fields

Date of Birth* / / MM / DD / YYYY

Social Security #* - -

Photo ID Type*

Photo ID #*

Photo ID State*

Photo ID Expiration* / year

Email Address*

Office Phone* - - Extension

Home Phone* - -

Choosing Certificate - **Completing Your Application** - Paying for Your Digital Certificate

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javascript:goToNext('body', 'theForm')

Appendix A: How to Apply (cont.)

- 9) Enter a pass phrase twice (and remember it, it will be used next week when you get your certificate and whenever you want to access through Transact Washington). Click **Next>**

Completing Your Application - Microsoft Internet Explorer

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Completing Your Application

Your Passphrase

A passphrase is required to retrieve, renew, or revoke your digital certificate, as well as to update your account information. Please create your passphrase below. You will need to enter it twice to ensure you typed it correctly.

Enter your passphrase:

Re-enter your passphrase:

Note: Your passphrase must be 8-30 characters in length, may contain letters, numbers, and some special characters, and is case sensitive.

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- 10) Choose 3 questions you could be asked in the event you forget your pass phrase. (Try to choose questions where the answer doesn't change) Click **Next>**

Applying for Your Digital Certificate - Microsoft Internet Explorer

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State of Washington

Completing Your Application

Secret Questions & Answers

Secret questions & answers can act as an alternate passphrase in case you forget your passphrase. They consist of three questions that you select. See the [Secret Questions & Answers Help Text](#) for additional information.

Please select three questions from the list below.

- ☐ What is your best friend's last name?
- ☐ What is your least favorite television show?
- ☐ Who is your favorite author?
- ☐ What is the make of your fridge?
- ☐ What distance do you drive to work?
- ☐ What is your least favorite brand of candy?
- ☐ What was the make of your first car?
- ☐ What was your high school mascot?
- ☐ What is your least favorite fictional character?
- ☐ What is your favorite cartoon character?

Choosing Certificate - Completing Your Application - Paying for Your Digital Certificate

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javascript:goToNext('body', 'theForm')

- 11) Answer Questions . Click **Next>**
- 12) Confirm personal information. Click **Next>** if correct.

Appendix A: How to Apply (cont.)

- 13) If you accept terms to agreement, click on small box at beginning of statement (towards bottom of page) . Click **Next>**

Completing Your Application - Microsoft Internet Explorer

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Completing Your Application

In order to continue with the application phase, you must read and accept the [subscriber agreement](#) to indicate you understand and agree to DST's responsibilities and warranties as the provider of your digital certificate, as well as your obligations and warranties to DST as the guardian of that certificate. DST has adopted privacy principles that reflect our strong commitment to safeguarding your personal information. Click here to view our [Customer Privacy Policy](#) for more information.

SUMMARY OF TERMS
Below is a summary of the terms of this Subscriber Agreement. BY CHECKING THE "I ACCEPT THE COMPLETE TERMS AND CONDITIONS OF THE SUBSCRIBER AGREEMENT" BOX BELOW, YOU AGREE:

- TO REPRESENT YOURSELF TRUTHFULLY IN DEALING WITH DST;
- TO PAY CERTIFICATE ISSUANCE AND RENEWAL FEES ON A TIMELY BASIS;
- THAT FAILURE TO PROTECT YOUR PRIVATE KEY(S) OR TO NOTIFY DST OF THE SUSPECTED THEFT, COMPROMISE OR MISUSE OF YOUR PRIVATE KEY(S) MAY ENABLE SOMEONE ELSE TO IMPERSONATE YOU AND LEGALLY OBLIGATE YOU WITHOUT YOUR CONSENT;
- TO KEEP THE PRIVATE KEY, AND THE HARDWARE AND/OR SOFTWARE IN WHICH IT IS STORED, SECURE;
- TO REQUEST REVOCATION OF THE CERTIFICATE IF YOU EVER SUSPECT THAT THE SECURITY OF THE PRIVATE KEY MAY HAVE BEEN COMPROMISED;
- TO THE COMPLETE TERMS OF THIS AGREEMENT.

IF YOU CHOOSE NOT TO ACCEPT THIS AGREEMENT, CLICK THE "CANCEL" BUTTON BELOW, IN WHICH CASE YOU MAY NOT APPLY FOR A DIGITAL CERTIFICATE.

[View complete subscriber agreement](#)

☐ I accept the complete terms and conditions of the [subscriber agreement](#)
To accept this selection and continue, choose "Next >".
If you do not agree to these terms and conditions, choose "Cancel" and your application will be terminated.

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- 14) Select payment method by clicking on radio button next to "Flexible Ordering Plan Voucher". Click **Next>**

Paying for Your Digital Certificate - Microsoft Internet Explorer

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Paying for Your Digital Certificate

Please review your purchase summary for accuracy and select a payment method.

Item Description: High Assurance Digital Certificate with USB Token and Extension Cable

Price: \$90.00

Note: The costs listed above include USB extension cable (\$5) and S&H (\$4), but do not include applicable taxes or fees.

Select your payment method

☐ Credit Card ☐ Order Number ☒ Flexible Ordering Plan Voucher

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Appendix A: How to Apply (cont.)

- 15) Enter Voucher Number **exactly** as it appears in the email: *This # will be provided by DOH CDR Contact.* (if it says that it doesn't recognize voucher number, select back and verify voucher number, fix if necessary) Click **Next>**

Paying for Your Digital Certificate - Microsoft Internet Explorer

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State of Washington

Application

Paying for Your Digital Certificate

Enter payment method information

The Flexible Ordering Plan Voucher you provide must be pre-approved by DST.

Flexible Ordering Plan Voucher: [] - [] - []

Choosing Certificate - Completing Your Application - **Paying for Your Digital Certificate**

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- 16) From the drop down box select '**Health Department of (DOH)**' because that is who is paying for the certificate. Click **Next>**
- 17) Verify Order. Click **Next>**
- 18) Open Notary form and print it out. Follow instructions for filling out the form, take to notary to have notarized and mail to Digital Trust at addresss provided with a copy of identifications presented to the notary. (Two pieces of Identification required)
- 19) Wait to receive your certificate welcome kit at your home mailing address. DST will send you a welcome letter and a certificate welcome kit containing your token and installation instructions
- 20) When your digital certificate arrives take it to your office and install it on the computer in which you will be using to enter CDR data. Follow instructions in packet and call DST's help desk at 1-888-248-4447 if you have any questions.